

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF OHIO
VACANCY ANNOUNCEMENT #PR-03-03**

POSITION TITLE: Chief Probation Officer
OPENING DATE: August 1, 2003
CLOSING DATE: September 15, 2003
SALARY RANGE: \$80,907 (JSP Grade 14, Step 1) to \$140,172 (JSP 17, Step 10),
starting salary commensurate with experience.
LOCATION: Cincinnati, Columbus or Dayton, OHIO
POSITION AVAILABLE: January 5, 2004

POSITION OVERVIEW:

The Chief Probation Officer of the Court is appointed by the Judges of the Court. This is a high level management position which functions under the direction of the Chief Judge. The Chief Probation Officer is responsible for managing the administrative activities of the Probation Office and overseeing the performance of the statutory duties of the office. The Chief Probation Officer position is similar to that of a Chief Operating Officer in a multi-faceted organization.

Responsibilities include, but are not limited to:

- ! Organizes the probation office to insure expeditious handling of investigative work for the courts, institutions and parole authorities to include effective case supervision of probationers, supervised releasees and parolees.
- ! Reviews, analyzes, and interprets statutory, Judicial Conference and Parole Commission requirements for the administration of probation, supervised release and parole services; promulgates policies, procedures and guidelines necessary to meet these requirements.
- ! Maintains administrative liaison with the court, including the promulgating of policies, procedures and guidelines to meet the unique needs of the court, along with standards to insure an appropriate level of service delivery.
- ! Selects and recommends candidates for appointment as probation officers to the court, and appoints all clerical personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.

- ! Supervises the staff of the office including all clerical, professional, supervisory and administrative personnel.
- ! Makes estimates of personnel, space allocation and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment and supplies.
- ! Establishes and administers continuing in-service training programs to insure high quality service delivery through consistent staff development.
- ! Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- ! Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- ! Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- ! Establishes and maintains cooperative relationships with all components of the criminal justice system to include Federal, state and local law enforcement, correctional and social service agencies.
- ! Promotes and maintains conditions which encourage staff loyalty, enthusiasm and morale.
- ! Develops and maintains a public relations program which explains probation, parole and other correctional services to the community; assumes responsibility for communication to the news media.
- ! Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- ! Performs, on an occasional basis, the duties of probation or pretrial services officers or of supervising probation or pretrial services officers.
- ! Performs related duties as required by the court.

Organizational Relationships

A Chief Probation Officer is under the administrative direction of the Chief Judge of the District Court or the designee of the Court, and is directly responsible for the administration of the probation office. The incumbent must maintain an effective liaison with the heads of other Court units, i.e., Pretrial Services and the Clerk of the District and Bankruptcy Courts.

Qualifications:

An undergraduate degree is required, preferably in the field of criminal justice or public administration. To qualify for a position of Chief Probation Officer JSP-14, 15, 16, or 17, a person must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent. It is of critical importance to the Court that the incumbent have administrative experience in the management of budget, people, programs and systems, including a full knowledge, understanding and experience in the management of computers and automated systems. The successful candidate must be a person of high integrity and discretion, a leader and motivator. He or she must also have the ability to exercise good, mature judgment, be highly organized and possess tact, poise and initiative and be able to maintain a professional appearance and demeanor at all times. Candidates must be able to balance the demands of varying workload responsibilities and deadlines.

<u>JSP</u> <u>Grade Level</u>	<u>Years of</u> <u>Specialized Experience</u>
14	6
15	7
16	8
17	9

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Educational Substitutions

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of specialized experience.

Note: A degree which relies primarily upon credit for life experience rather than academic course work is not considered as qualifying for substitution of education experience for actual work experience under this section.

COURT INFORMATION

The U.S. District Court for the Southern District of Ohio is located in Cincinnati, Columbus and Dayton, Ohio. The Court presently consists of eight active judges, four senior Article III judges and seven full-time magistrate judges. The Probation and Pretrial Services agencies are separate. The Court requires a close collaborative working relationship among all Court units. The Probation office currently has approximately 1350 offenders under supervision and conducts approximately 500 presentence investigations each year. It has a staff of 48 probation officers and 30 administrative and support staff.

LOCATION OF OFFICE

The office location of the chief probation officer may be of concern to the Court. The incumbent can effectively lead and manage the agency whether his or her office is located in Cincinnati, Columbus or Dayton. The effective leader will need to be willing to travel throughout the district and be physically present in all offices on a regular basis.

Approximately 50% of the agency staff is located in Columbus, with 25% each in Cincinnati and Dayton. The administrative functions of the agency are as follows. The Deputy Chief is located in Columbus; the Automation Systems Manager is located in Cincinnati; the Budget Analyst and the Personnel Specialist are located in Columbus; staff in each city does procurement duties; the District Firearms Instructor is located in Dayton; the Chief Probation Clerk (clerical head) is located in Cincinnati.

Each office has at least one Supervising Probation Officer and Supervisory Probation Clerk who manage the day to day line operations with great autonomy. The Department has emphasized a team based management approach.

Various methods to rapidly communicate have decreased the size of the district and enable the effective leader to serve the Court and the agency from any office location.

APPLICANT INFORMATION

The Court requires that all employees prove U.S. citizenship prior to appointment. The Court requires employees to adhere to Judicial Conference regulations, specifically the Code of Conduct for Judicial Employees, which is available to applicants for review upon request. The hazardous duty maximum age and physical requirements need not be met for this position. New employees are subject to a full field background investigation and must submit to pre-employment drug testing as a condition of employment. In addition, the incumbent will be subject to random drug screening and updated background investigations every 5 years.

EMPLOYEE BENEFITS

Employees of the U.S. District Court are at-will employees and are not included in the government's Civil Service classification program. However, they are entitled to the same benefits as other federal government employees. Those benefits include at least 13 days paid vacation, participation in the Federal Employees Retirement System, Health and Life Insurance programs, annual/sick leave, at least 10 paid holidays per year, supplemental benefits program and periodic salary increases. This position is subject to mandatory electronic funds transfer participation for payment of net pay.

PROCEDURES FOR SELECTION

The Court will screen all applications. Selected applicants will be invited for personal interviews. The judges of the Court will select the most qualified candidate based on the application, background investigation and interviews.

PROCEDURES FOR APPLYING

An original and four copies of a cover letter and a separate resume, including at least three professional references, should be mailed to the address below. The cover letter must briefly and clearly describe the applicant's management style and experience. Send application packet to:

Cynthia E. Sands, Human Resources Specialist

Joseph P. Kinneary U.S. Courthouse

United States District Court

85 Marconi Boulevard, Room 260

Columbus, OH 43215.

THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER